

MICHIGAN DEPARTMENT OF CORRECTIONS POLICY DIRECTIVE		EFFECTIVE DATE 07/02/07	NUMBER 04.03.102
SUBJECT SANITATION AND HOUSEKEEPING STANDARDS		SUPERSEDES PD 04.03.102 (05/15/89)	
		AUTHORITY MCL 25.1001 <u>et seq.</u> , 324.8301-8336, 791.204; 33 USC 1251	
		ACA STANDARDS 4-4139, 4-4214, 4-4329 through 4-4343	
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POLICY STATEMENT:

The sanitation and housekeeping standards set forth in this policy shall be followed at all state-owned correctional facilities.

RELATED POLICIES:

01.03.110 Environmental and Waste Management Program
04.07.103 Food Service Sanitation and Safety Standards

POLICY:

SANITATION MANUAL

- A. The Manager of the Environmental Health and Fire Safety Section shall maintain a manual setting forth sanitation requirements to be followed at all correctional facilities. The requirements shall meet all state and federal laws, codes, and standards regarding sanitation and housekeeping as well as applicable standards of the American Corrections Association (ACA). At a minimum, the manual shall specifically address the following:
 1. Testing of the facility's water source and supply, if owned and operated by the facility.
 2. Plumbing sizing, installation, and maintenance.
 3. Water temperature and other requirements for sinks, showers, and water fountains.
 4. Sewage treatment.
 5. Handling and disposal of refuse and regulated waste.
 6. Vermin and pest control.
 7. Cleaning techniques and formulae for cleaning solutions.
- B. The Manager of the Environmental Health and Fire Safety Section shall ensure that the manual is available to each Warden, Field Operations Administration (FOA) Regional Administrator, and Regional Environmental Sanitarian. Wardens and FOA Regional Administrators shall ensure that the manual is available to all staff responsible for maintaining housekeeping and sanitation standards for their respective facilities.

HOUSEKEEPING PLAN

- C. Facility heads shall ensure that a housekeeping plan is developed and maintained for all areas of their respective facilities, including health care, Michigan State Industries, and Human Resource offices, that is consistent with requirements set forth in this policy and the sanitation manual. The Warden of the Charles Egeler Reception and Guidance Center (RGC) shall include housekeeping requirements for the Duane L. Waters Health Center (DWH).

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- D. The housekeeping plan shall provide for daily housekeeping by assigning specific duties and responsibilities to staff and prisoners; the plan shall state clearly in detail what is to be cleaned, how it is to be cleaned, who is to clean it, and when the cleaning is to be done. The plan also shall include specific requirements for the following:
1. Waste disposal; i.e., the collection, storage, and disposal of liquid and solid waste accumulation.
 2. Instructions for the acquisition, use, storage, security, and dispensing of cleaning supplies and equipment.
 3. Vermin and pest control.
 4. Use of qualified prisoners custodians ("porters") to clean up blood spills as required by the Department's Exposure Control Plan for Bloodborne Pathogens.
- E. The plan shall be reviewed at least annually by the Warden, FOA Regional Administrator, or designee and revised as necessary. The Warden and FOA Regional Administrator shall ensure that the plan is available to all staff responsible for sanitation and housekeeping maintenance at their respective facilities.
- F. Prisoners are responsible for the cleanliness and orderliness of their individual living areas, including walls, floors, sinks, toilets, windows, beds, lockers, and property. Necessary cleaning materials and equipment shall be issued by housing unit staff. Trash containers shall be available for prisoner use in the housing unit consistent with the requirements set forth in PD 04.03.120 "Fire Safety". Trash containers shall be emptied and cleaned daily.

REQUIRED INSPECTIONS AND REPORTS

- G. Wardens and FOA Regional Administrators shall ensure that staff required to conduct inspections pursuant to this policy attend relevant sanitation training at least once every three years. Information on relevant training shall be made available to Wardens and FOA Regional Administrators by the Regional Environmental Sanitarians, in conjunction with the Office of New Employee Training and Professional Development, Bureau of Human Resources, Operations Support Administration.
- H. Deficiencies which may threaten the health or welfare of staff or prisoners shall be corrected immediately; if the deficiency cannot be immediately corrected, the Regional Environmental Sanitarian shall be contacted to determine appropriate temporary corrective measures to be implemented. The corrective measures shall be implemented immediately and continued until the deficiency is corrected.

Weekly Inspections/Reports

- I. A weekly housekeeping inspection of all areas within the facility shall be conducted by staff who have received appropriate training in and are familiar with sanitation and housekeeping requirements. The results of each inspection shall be documented in writing and include all deficiencies found during the inspection, corrective action taken, and recommendations for corrective action not already completed. The Sanitation Inspection Report (CAH-950) shall be used for this purpose however, other Department forms may be used in lieu of the Sanitation Inspection Report as necessary to document inspections not adequately covered by that form (e.g., food service inspections).

Monthly Inspections/Reports

- J. A monthly housekeeping inspection of all areas within the facility also shall be conducted by staff who have received appropriate training in and are familiar with sanitation and housekeeping requirements. A monthly inspection shall not be conducted by the same staff person who conducted the weekly inspection for the area. The results of each inspection shall be documented in writing, and include all

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deficiencies found during the inspection, corrective action taken and recommendations for corrective action not already completed. The Sanitation Inspection Report (CAH-950) shall be used for this purpose; however, other Department forms may be used in lieu of the Sanitation Inspection Report as necessary to document inspections not adequately covered by that form (e.g., food service inspections).

Annual Inspections/Reports

- K. Each Regional Environmental Sanitarian shall conduct an annual inspection of each facility for which s/he is responsible to determine whether all requirements set forth in this policy and the sanitation manual have been met. The results of each inspection shall be documented in writing, and include all deficiencies found during the inspection, corrective action taken, and recommendations for corrective action not already completed. The inspection results shall be submitted to the facility head, appropriate CFA Regional Prison Administrator or FOA Regional Administrator, appropriate Deputy Director, and to the Manager of the Environmental Health and Fire Safety Section. The facility head shall prepare a Facility Inspection Response Report (CRX-113) and ensure that any deficiencies noted that have not already been corrected are addressed in a timely manner.

OPERATING PROCEDURE

- L. Wardens and the FOA Deputy Director shall ensure that operating procedures are developed to implement requirements set forth in this policy directive; this shall be completed within 60 calendar days after the effective date of this policy directive. This includes ensuring that existing procedures are revised or rescinded, as appropriate, if inconsistent with policy requirements or no longer needed. Facility procedures shall not conflict with procedures issued by the Director.

AUDIT ELEMENTS

- M. A Primary Audit Elements List has been developed and is available on the Department's Document Access System to assist Wardens and FOA Regional Administrators with self audit of this policy pursuant to PD 01.05.100 "Self Audit of Policies and Procedures".

Approved: PLC 06/13/07